

**Women's Commission of Southwest Louisiana, Inc.**  
**Annual Women's Fall Conference**  
 Thursday, October 19, 2023  
 Lake Charles Civic Center, Lake Charles LA

MarketPlace Reservation/Application

Name of Business or Agency as it should appear on print materials: \_\_\_\_\_  
 Marketing Agency Name, if different than Business Name: \_\_\_\_\_  
 Items you will be displaying or selling: \_\_\_\_\_  
 Business Address (Street, City/State/Zip): \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Website Address : \_\_\_\_\_  
 Daytime Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Table Reservations and Fees: Include a 10 X10 ft. space provided with two passes.  
 It is important that you review the Fall MarketPlace Guidelines enclosed and posted on website.

**Early Bird Registration** - Starts April 3, 2023, Fee must be paid in full.  
 Envelope must be postmarked by June 30, 2023

**Regular Registration** - Starts July 1, 2023, Fee must be paid in full  
 Envelope must be postmarked by September 16, 2023

**Late Registration** – Starts September 17, 2023, Fee must be paid in full  
 Ends on October 6, 2023

I will provide my own table covering \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (\$5.00 per white tablecloth if we provide)

Price Per Table	# Needed
\$175	
\$225	
\$250	

Total Payment Enclosed..... \$

Name of Worker # 1	Worker # 1 Email Address:
Name of Worker # 2	Worker # 2 Email Address:

Additional Worker Passes must be purchased through Registration either online or by mail.  
 NOTE: Each vendor must furnish his or her own electrical extension cord(s) and equipment.  
 For companies that allow only one vendor per event, the first one to register will have priority.

Floor Preference cannot be guaranteed:

Additional Comments:

**Early Bird Registration Postmark Deadline is June 30, 2023**  
**Regular Registration Postmark Deadline is September 16, 2023.**  
**Late Registration Deadline is October 6, 2023**

Payment and form may be submitted by check or money order.

You **must** return this form with your check made payable to:

Women's Commission of SWLA, Inc. — MarketPlace PO Box 6712, Lake Charles, LA 70606

Questions, please contact: Elizabeth Stewart, MarketPlace Chairperson (337)802-7006 or

Thail Pete, MarketPlace Co-Chair (337)540-5521, MarketPlace CoChair, or email:

[marketplace@womenscommissionswla.com](mailto:marketplace@womenscommissionswla.com)

**CANCELLATION POLICY:** \$25.00 non-refundable fee. Balance may be refunded if canceled by September 20, 2023.

No refunds will be granted on or after September 24, 2023